

# RCCI PROCUREMENT REQUIREMENTS



## CHAPTER 16

### RCCI PROCUREMENT RECORDS

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## **CHILD NUTRITION PROGRAMS PURCHASING REQUIREMENTS**

This chapter discusses procurement. Procurement means the same as purchasing. The two terms are interchangeable and you will see the term procurement used in most USDA guidance.

### **Regulations for Sponsors of USDA Programs**

- Child Nutrition Programs are governed by federal, state and local procurement standards for the purchase of food, supplies, and equipment.
- According to regulations, all procurement transactions shall be conducted in a manner to provide, to the maximum extent, practical, open, and free competition.
- LEAs must follow the strictest guidelines for procurement whether they are Federal, State or Local.
- 7 CFR Part 3016 –addresses requirements for grants and cooperative government agreements to state and local governments
- 7 CFR Part 3019 – addresses requirements for grants with institutions of higher education, hospitals and other non-profits
- 7 CFR Part 3052 – addresses requirements for audits of state, local governments and non-profit groups.
- OMB Circular – is the compliance Supplement Section

**Competitive Sealed Bids or Proposals are required for purchases totaling \$25,000 (State of Idaho Small Purchase Threshold) or more annually. If this is something that your RCCI needs additional information on please contact the Child Nutrition Programs at the Idaho State Department of Education 208-332-6820.**

**Price Quotations can be used for purchases totaling \$25,000 (State of Idaho Small Purchase Threshold) or less annually.**

### **Definition and Examples of Aggregate Purchasing**

**If you need additional information regarding this please contact Idaho SDE at 208-332-6820.**

A grocery list can be used for purchases by small RCCIs or sponsors. Determine purchases to be made (item and amount) and check prices from at least two sources (by phone or from newspaper).

**Purchasing Cooperatives** - A purchasing cooperative is a type of cooperative arrangement, to agree to aggregate demand to get lower prices from selected suppliers. It is often used by government agencies to reduce costs of procurement.

**Advantages of Cooperative Purchasing**

- Maximize buying power;
- Each member brings knowledge to the team;
- Decreased food cost;
- Low overhead costs

**Disadvantages of Cooperative Purchasing**

- Decreased flexibility;
- Change makes some people uncomfortable;
- Forming a cooperative is very time consuming

For information regarding cooperatives in your area, contact the State Agency Child Nutrition Programs at (208)332-6820.

**Copies of this policy are to be distributed to all personnel who have occasion to handle school food, monies or supplies, together with their supervisors and program directors.**

**(SAMPLE)  
PROCUREMENT POLICY**

**CODES OF STANDARDS**

Any officer, employee, or agent of the (School Food Authority), who has occasion to handle school food or monies, shall perform his/her duties in a manner consistent with good business practices. This shall include prohibition of:

1. Solicitation or acceptance of gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub agreements.
2. Participation in awards or administration of contracts to firms in which the employee, or any member of his/her immediate family has a financial or other interest.

Where financial interest is not substantial, or the gift is unsolicited, and of nominal intrinsic value, such interest shall be documented and approved by (School Food Authority), before acceptance.

Penalties or other disciplinary actions for infractions of this policy will be based on the seriousness of the violations. Disciplinary actions may include, but are not limited to:

1. Written disciplinary report filed in individual's personnel file;
2. Suspension of duties;
3. Termination of employment;
4. Prosecution by legal authorities.

**Distribution Instruction**

This policy shall be incorporated into the General Operation Policy Manual of the (School Food Authority), dated \_\_\_\_\_, and shall be reviewed annually by the Executive Director or School Board. Copies of this policy are to be distributed to all personnel who have occasion to handle school food, monies or supplies, together with their supervisors and program directors.

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Signature